

PeopleTools 8.50 – Menu Navigation

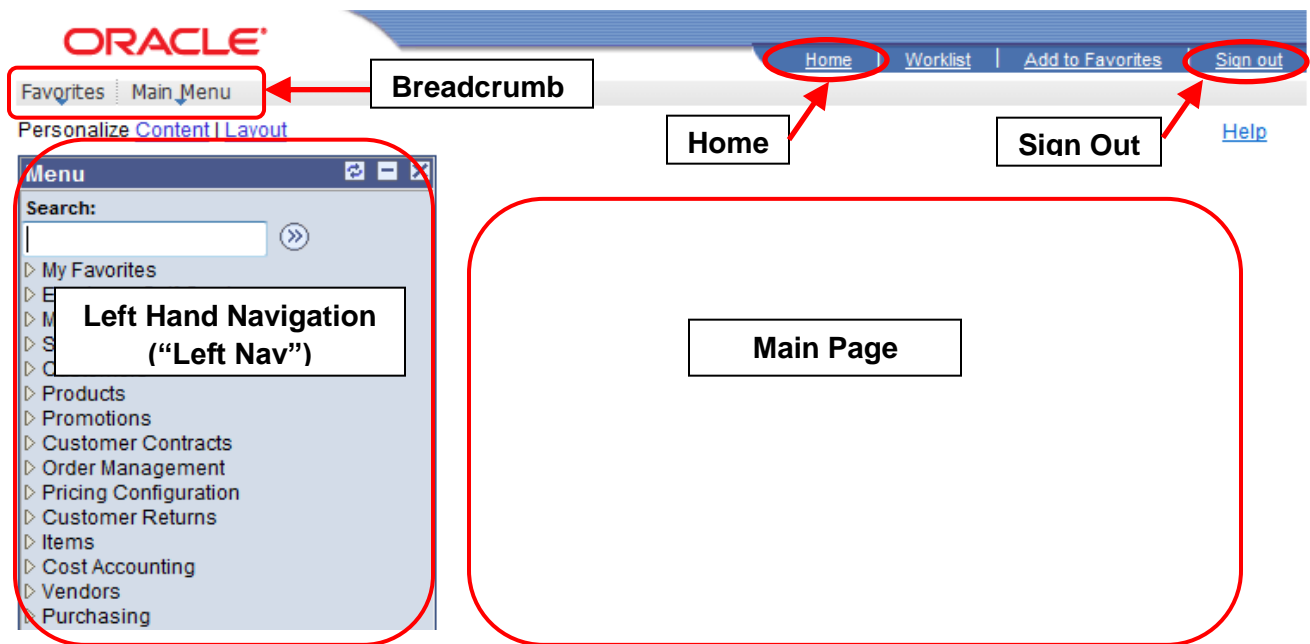
VISION's New Menu Navigation

PeopleTools is one of the components of the VISION system. The PeopleTools upgrade effective May 2011 has a new look and some new features. New features include breadcrumb navigation, which tell you exactly what menu items you have selected to get to the screen you are on. Each 'crumb' of the breadcrumb has a drop down feature. *(Your menu may look different than the screen shots below.)*

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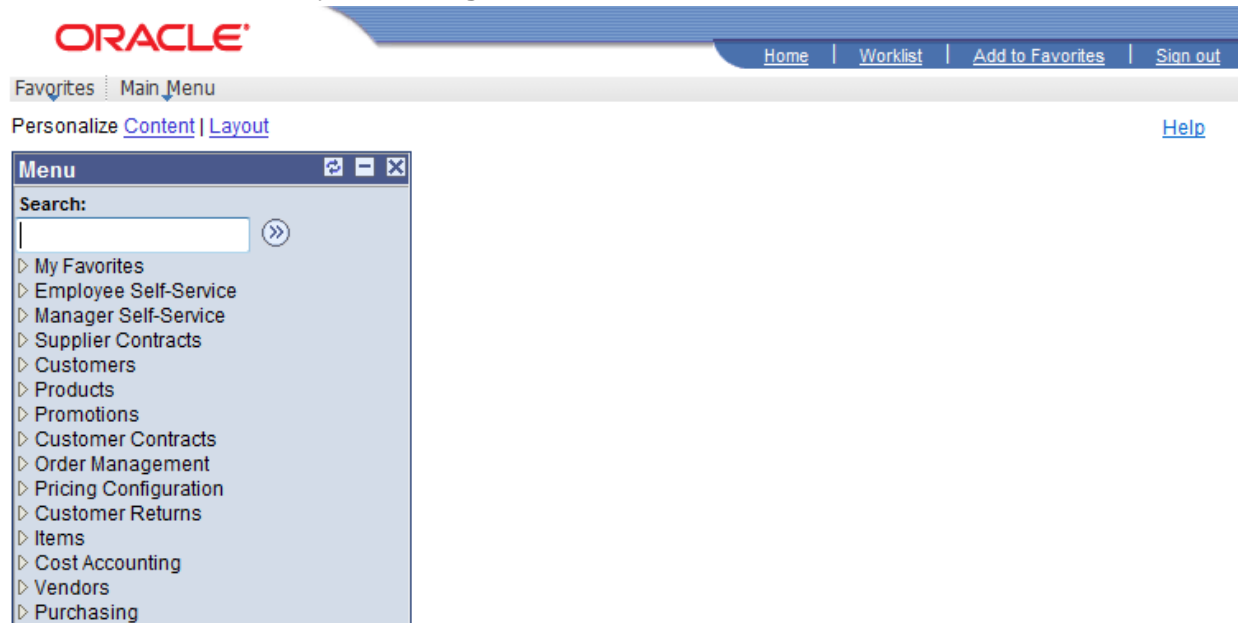
I. Dictionary of terms



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II. Overview

This is the screen when you **first login**, notice it now has a breadcrumb.



When you click on a **left nav** menu item, a main page menu appears. Clicking on Accounts Payable will look like this.



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When you enter a transaction, the only navigation will be the **breadcrumb**. One of the great features of this new version is that when you click on a favorite (from the favorite menu), the page that displays will have the navigation listed in the breadcrumb.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Estimated No. of Invoice Lines:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on a menu item (crumb) to get a **drop down** menu.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

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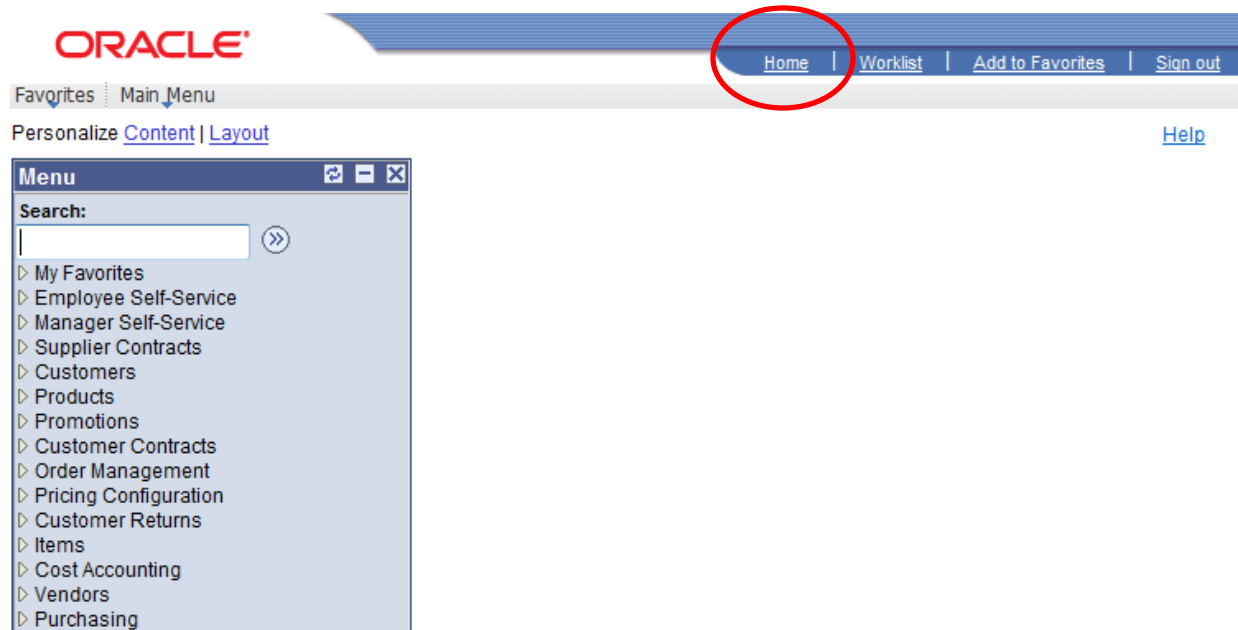
[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Vouchers
Control Groups
Payments
Batch Processes
Review Accounts Payable Info
Archiving
Reports
Accounts Payable Center

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If you click **home**, you will get back to the left nav menu.



When you are finished, don't forget to **sign out**!



III. Main Page Menus

The **main page menu links** are a quick way to get back to a previous main page menu. For example, clicking on the Accounts Payable link below will display the Accounts Payable menu in the main page. Similarly, clicking the Main Menu link will display the Main Menu in the main page.

